



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

Human Resources Specialist

PN# 106201

Human Resources

Salary Administration

611 Walker 4<sup>th</sup> Floor

M-F, 8 A.M - 5 P.M\*

\*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Assists in conducting and responding to salary surveys and analyzing results. Conducts job audits to ensure employees are appropriately classified. Performs job evaluations to re-evaluate job pay grade levels, assign salary grades based on market analysis, determine FLSA exemption status of classifications, and write or revise job descriptions. Reviews proposed salary actions to ensure compliance with established guidelines or policies as well as compliance with all federal, state and local compensation laws and regulations. Provides guidance to managers, supervisors and employees in the interpretation of compensation programs. Performs presentations or training on compensation administration and related topics. Assists with special projects and conducting on-going research and analysis of compensation practices, programs and trends. Requires strong project management skills. Requires judgment and initiative for resolving problems and making recommendations/decisions. Must have the ability to work autonomously or in a team environment.

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**WORKING CONDITIONS**

Works in a normal office environment and has discretion about walking, standing or sitting. Regularly utilizes a personal computer. May operate a vehicle.

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**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Social Science, Liberal Arts or a related field.

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**MINIMUM EXPERIENCE REQUIREMENTS**

One year of related professional experience in human resources is required. Pertinent human resources experience at the professional level may be substituted for the education requirement on a year-for-year basis.

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**MINIMUM LICENSE REQUIREMENTS**

A Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

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**PREFERENCES**

Working knowledge of FLSA, Title VII, PDA, EPA and ADEA would be highly beneficial.  
Proficiency with MS Office: Excel, Word, Outlook, PowerPoint, and Access.  
CCP (Certified Compensation Professional) and PHR (Professional in Human Resources) designations are preferred.

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**SELECTION/SKILLS TESTS REQUIRED**

May be requested to provide examples of previous work demonstrating knowledge of human resources concepts and principles and/or may be asked to complete a skills assessment.

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**SAFETY IMPACT POSITION**

☒Yes ☐No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range being considered for this position is:

Salary Range – Pay Grade 17	
Biweekly	Annually
\$1169-\$1522	\$30,394-\$39,572

The City offers a competitive benefits program, including reasonably priced health coverage, life insurance, a defined contribution pension plan and paid time off (vacation, sick and holidays).

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**OPENING DATE**

AUGUST 3, 2005

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**CLOSING DATE**

OPEN UNTIL FILLED

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**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9496.**

An equal opportunity employer